

# North Idaho Zone (NIZ)

## Course Coordinator's Guide/Reference Checklist

7/13/2014

### **Roles/Duties: NIZ Committee**

NIZ Charter, <http://www.nationalfiretraining.net/nrni/policies> has additional information.

- ☐ In October of each year, the NIZ Committee reviews the March 'Needs Analysis', to determine what local 100-300 level courses will be hosted the following training season.
- ☐ Agency leads select the courses they will sponsor/host and follow-up to CDC by December with what office and/or individual will be the Course Coordinator/Lead Instructor.

### **Roles/Duties: Coeur d'Alene Dispatch (CDC)**

- ☐ Post and upkeep the <http://gacc.nifc.gov/nrcc/dc/idcdc/Training/training.html> web page
- ☐ Create and complete IQCS sessions
- ☐ Provide a list of nominees gathered from IQCS and/or hardcopy nominations
- ☐ Can provide to the Course Coordinator previous generated memos for selections and completions as a template for the Course Coordinator to fill out and finalize.

### **Roles/Duties: Course Coordinator and/or Lead Instructor**

Reference the Course Coordinator's Guide, <http://www.nationalfiretraining.net/nrni/policies> for more helpful information; otherwise this is just a quick checklist/expectations of the Course Coordinator:

- ☐ Establish dates
- ☐ Reserve facilities and equipment
  - o MS Outlook calendar, receptionist
  - o Security requirements
  - o Instructional media (laptop, pc projector)
  - o Restaurants and hotels
- ☐ Establish the cadre/unit instructors
- ☐ If pre-course work is required, grade early enough for students to be accepted and/or ensure selection memo indicates to bring pre-course work to the class
- ☐ Prepare and order class materials:
  - o Student workbooks and other publications. Submit NFES requests to the Coeur d'Alene Cache to fill locally through CDC or GVC to generate S-#'s in ROSS. Otherwise, can place order directly to Great Basin Cache to pay on a credit card.
  - o Handouts
  - o Agenda
  - o Name tags/tents
  - o Certificates (CDC can provide a template) to be filled out by the Course Coordinator and be handed to students at the successful end of the course or can be mailed to their home units later
- ☐ Create and finalize a completion memo (CDC has templates from previous years) for your use